Attendance Monitoring Electronic Registers

User Guide

Monitoring of student attendance plays a crucial role in supporting student retention and academic performance. The Attendance Monitoring system facilitates the recording and reporting of student attendance.

All users of the Attendance Monitoring Electronic Registers system will be provided with an icon on their personal desktop and the icon will also appear on the teaching PCs in classrooms / lecture theatres (see Fig1).

Fig.1 Attendance Monitoring icon

To access the facility, double click on the icon and log in using your normal University username and password.

STEP (1) RETRIEVING THE REGISTER

On the screen, enter a set of criteria to retrieve your register as follows:

1. Select the date by using the calendar next to the first field. When you click on the day, the date will be automatically entered into the date field.
2. Enter the start time. You can either type it in using the format HH:MM or you can select the time from the pop up box that appears when you left click the mouse in that field.
3. Enter the room code, for example CAP009. As you enter the first letter of the room code a list of possible rooms will appear (Fig.2). Select the room and then press the Go button to retrieve the register.
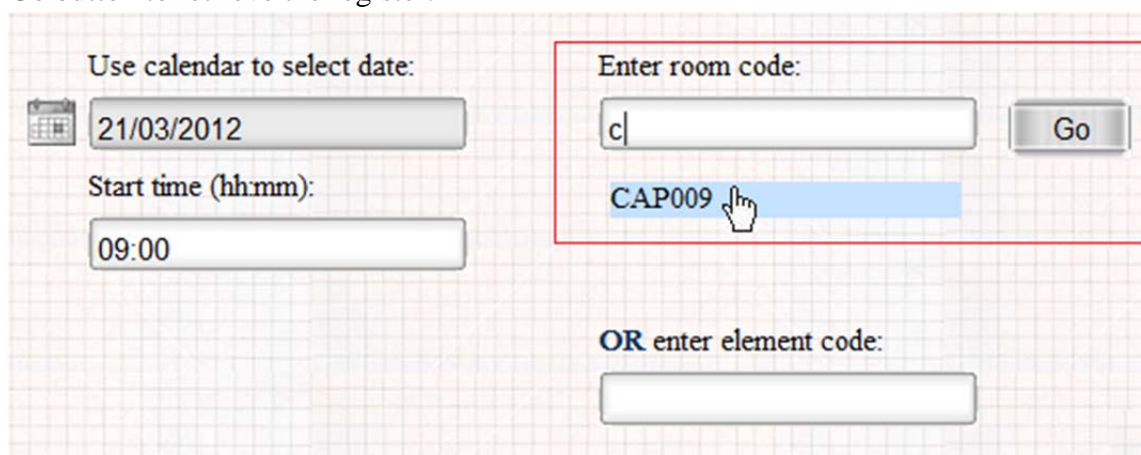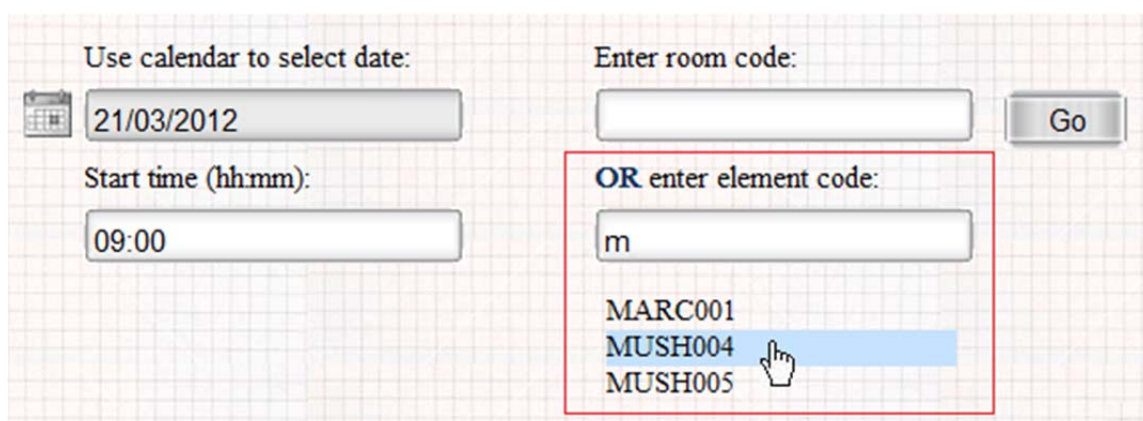

Fig.2 Room selection

4. If you do not know the room code, you can enter the element/option code. Enter the first letters of the element code and a list will appear (Fig.3).
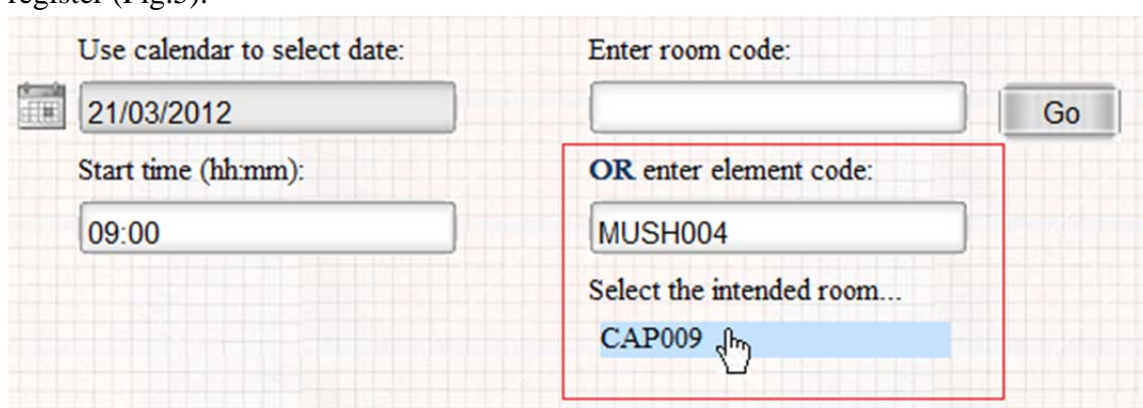

Fig.3 Element selection (step 1)

5. When clicking on the element code a list of rooms will appear allowing you to select the correct room (Fig.4). Select the room and click the Go button to retrieve the register (Fig.5).
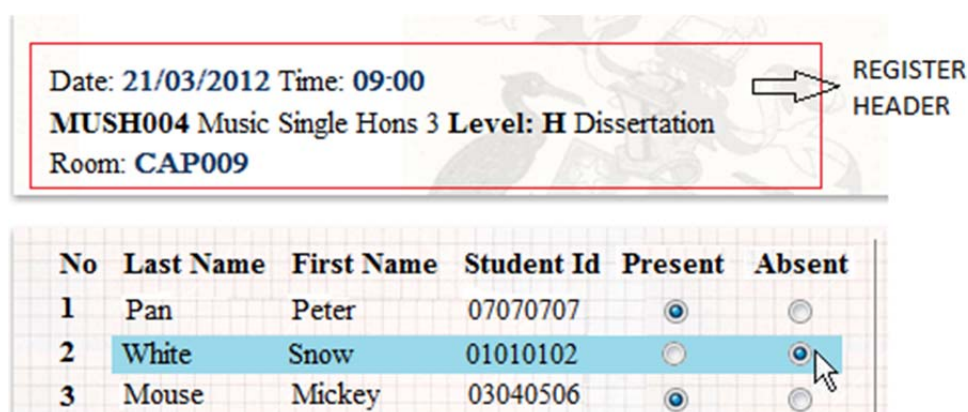

Fig.4 Room selection for element

Fig.5 – A register

In the event that the register does not appear, you should contact your faculty office to check the event has been timetabled correctly.

STEP (2) TAKING THE REGISTER

Before taking the register, please check if the register header and list of students are correct.

To record students as NOT in attendance, please click the radio button in the 'Absent' column for each student not attending (Fig.6).

Fig.6 Recording attendance

If the whole of the register is not showing on the screen, please use the scrollbar to scroll to the right.

STEP (3) ADDING EXTRA STUDENTS

For students who attend classes but have not yet been scheduled onto the option, a facility has been created to add students:

1. Click on the ⊞ icon at the bottom of the register.
2. Enter the 8-digit student id number. If the id you enter is valid, the student name will show. Otherwise a message 'Invalid id' will be shown.
3. To add another student, click on the plus sign ⊞ (see Fig. 7).
4. To remove a student who has been added manually, click on the minus sign ⊟ next to the input field.
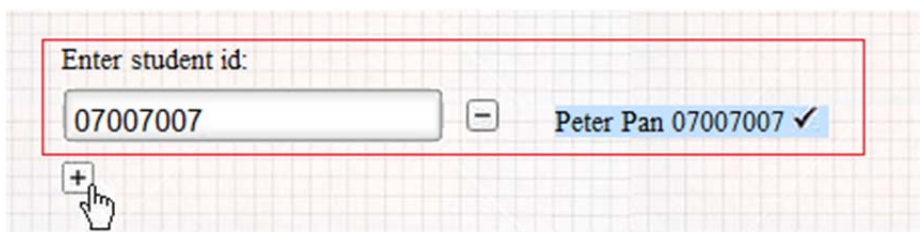
Fig. 7 Recording attendance for extra students

STEP (4) SUBMITTING THE REGISTER

Once you have completed the register, press the Next button and you will be taken to a summary page where you can review the attendance / absence before submitting the register.

The following options are available on the summary page:

1) The **Back** button at the bottom of the page takes you back to the previous page to amend the register.
2) The **Cancel** button removes all entries and takes you back to the selection screen (step 2).
3) The **Logout** button logs you out of the system without saving your entries.
4) The **Submit** button submits the register.

When the register has been submitted, absence records will be created in SITS. You can receive a copy of the register by ticking the check box at the bottom of the summary screen (Fig. 8).
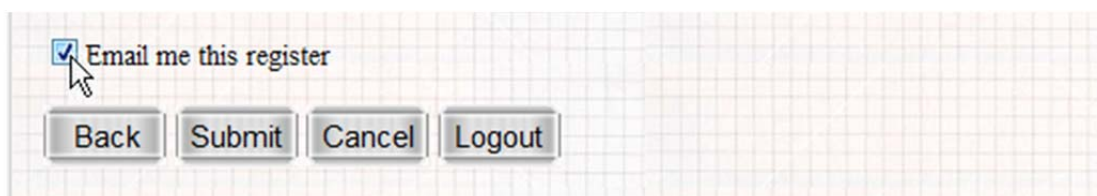

Fig.8 Requesting a copy of the register

Notes:

1. Registers submitted on any day will be updated in SITS overnight and **closed**.

2. Any register started can be called back up on the same day and amended.

3. Once a register is **closed** any changes to the register will need to be made via your Faculty/Department office.

4. Any register not started on the day of the event will remain **open** for five days. During this time the students will be marked as absent for that event.